

READY, SET, ENROLL!



Enrollment Action Checklist

State Agency (including DOE), K12, DTCC, & DSU Employees

2023 Open Enrollment Period: May 1 - 17, 2023

Coverage Effective Date: July 1, 2023

All the information you need to help you prepare for and complete Open Enrollment is located on the Statewide Benefits Office (SBO) website: de.gov/statewidebenefits > select "Open Enrollment."

ACTIVELY PARTICIPATE in Open Enrollment between **May 1 – 17, 2023** by completing these three simple steps in State of Delaware Employee Self-Service through my.delaware.gov:



STEP ONE: Access [Employee Self-Service](#) through my.delaware.gov to enroll, confirm, or waive your health, dental, and/or vision coverage. **Important:** If you do not want to make any changes to your benefits and just keep what you currently have (or continue to waive coverage), you must select **"I Confirm My Selections"** and click **Submit**. View the [Open Enrollment Self-Service Guide](#) for step-by-step instructions on navigating Employee Self-Service.

- ☐ **If enrolling a spouse or dependent child for the first time**, you will be required to submit a Birth Certificate (for dependents only), Marriage Certificate, Social Security numbers or other required documentation as applicable. Please contact your organization's Human Resources/Benefits Office to obtain information on how documentation should be submitted and with any questions.
- ☐ **If enrolling a dependent child for the first time**, complete a Dependent Child Coordination of Benefits (DCOB) Form only if you are newly enrolling a dependent(s) on your health plan (Aetna or Highmark Delaware) for July 1, 2023 and the dependent(s) have other health coverage. The DCOB Policy and Form are located on the [SBO Website](#) (select your group > choose "Cover my Spouse/Dependent").
- ☐ **If enrolling in a HMO (Aetna or Dominion National) plan**, you are required to select a primary provider for you and your covered dependents. Be sure to confirm the provider participates in the plan's network and is accepting new patients prior to enrolling.



STEP TWO: Complete the online Spousal Coordination of Benefits Form in [Employee Self-Service](#) through my.delaware.gov if you will be covering your spouse under a Highmark Delaware or Aetna health plan as of July 1, 2023. View the [Spousal Coordination of Benefits Self-Service Guide](#) for step-by-step instructions on completing the form.

Failure to submit a new form each year will result in a reduction of spousal health benefits.



STEP THREE: Access the online enrollment site in [Employee Self-Service](#) through my.delaware.gov under "Benefits Websites" *if you wish* to enroll or make changes in the following plans:

- ☐ **ASIFlex Enrollment (Flexible Spending Account (FSA) Plan)**
- ☐ **Securian (Accident & Critical Illness Insurance and/or State Group Universal Life Insurance)**

View the [Open Enrollment Self-Service Guide](#) for step-by-step instructions on navigating Employee Self-Service. Learn more about plan eligibility and coverage options on the [SBO Website](#).

STATE OF DELAWARE STATEWIDE BENEFITS OFFICE

Phone: 1-800-489-8933 • Email: benefits@delaware.gov • Website: de.gov/statewidebenefits



Review Your Benefits Summary:

On the **following business day** after you complete Step One, review your Open Enrollment benefit selections in [Employee Self-Service](#) through my.delaware.gov to make sure your health, dental, and vision selections are correct. Change the date in the box to **07/01/2023** and select “Go.” You can make changes to your benefits selections in State of Delaware Employee Self-Service up through the last day of Open Enrollment (May 17). If you notice an error on your Benefits Summary after Open Enrollment ends, you must contact your organization’s HR/Benefits Office to correct the errors no later than Friday, May 26, 2023.

Note: View the [Confirm Benefit Selections](#) document on the SBO website to learn how to confirm your selections for the Spousal Coordination of Benefits (SCOB) Form, Flexible Spending Account Plan, Accident & Critical Illness Insurance and/or State Group Universal Life Insurance.



Where You Can Learn More:

There are several tools on the [SBO Website](#) to help you actively participate in Open Enrollment and be a wise healthcare consumer:

- ↳ **2023 Open Enrollment Help Desk Support Chart** – Document provides guidance on who to contact with specific questions/issues.
- ↳ **Open Enrollment Self-Service Guide** – Document provides step-by-step guidance in navigating State of Delaware Employee Self-Service for making benefit selections and enrolling your spouse and dependent child(ren).
- ↳ **Online Course** – *2023 Open Enrollment Guide* provides helpful information and resources.
- ↳ **Spousal Coordination of Benefits Self-Service Guide** – Document provides step-by-step guidance in navigating and completing the Spousal Coordination of Benefits Form.
- ↳ **Health/Dental/Vision Plan Comparison Charts** – Three documents provide a side-by-side comparison of the health plans, dental plans, and vision plans offered by the State of Delaware.
- ↳ **myBenefitsMentor®** – Online consumer decision tool that is designed to help you estimate upcoming healthcare expenses and make the best enrollment selection from the four health plans offered by the State of Delaware.
- ↳ **And More!** – Access plan booklets, summaries, rates, benefit vendor informational videos, etc.

Have questions about Open Enrollment or your benefits?

Contact your organization’s Human Resources/Benefits Office.

You can also contact the State of Delaware Statewide Benefits Office (SBO) at 1-800-489-8933 or benefits@delaware.gov.

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